



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
WASHINGTON, DC 20350-2000

Canc: Apr 2017

OPNAVNOTE 1750  
Ser DNS-C/16U101184  
5 May 2016

OPNAV NOTICE 1750

From: Chief of Naval Operations

Subj: CALENDAR YEAR 2016 NAVY SHORE OMBUDSMAN OF THE  
YEAR PROGRAM

Ref: (a) NAVADMIN 085/16  
(b) OPNAVINST 1750.1G

Encl: (1) Command Contact Cover Sheet

1. Purpose. To implement the Navy Shore Ombudsman of the Year program and to provide eligibility criteria and organizational responsibilities.

2. Background. Reference (a) announces this year's Mrs. Sybil Stockdale Ombudsman of the Year competition. The Navy Shore Ombudsman of the Year Board will select one Ombudsman to be the Navy Shore Ombudsman of the Year as part of the Mrs. Sybil Stockdale Ombudsman of the Year competition.

3. Eligibility. Ombudsmen assigned to a shore (type 1 and type 6) command under the authority of the commands this paragraph are eligible to compete: Office of the Chief of Naval Operations (OPNAV) direct report naval shore activities; Commander, U.S. Fleet Forces Command; Commander, U.S. Pacific Fleet; Commander, U.S. Naval Forces Europe, U.S. Naval Forces Africa; and Commander, Manpower, Personnel, Training and Education.

a. Nominees must be registered in the Ombudsman Registry, (<https://ombudsmanregistry.org>) and have distinguished themselves in supporting Navy families.

b. Nominees must also have served as an ombudsman in good standing for at least 1 year, and embody the core values of the Navy Family Ombudsman Program.

c. Ombudsmen serving the types of commands in subparagraphs 3c(1) and 3c(2) are not eligible to compete for the Navy Shore Ombudsman of the Year:

(1) An ombudsman that is no longer serving in that capacity following permanent change of station transfer of active duty or Reserve spouse or no longer serving in that role due to any reason.

(2) Ombudsmen serving commands with type duty codes 2 or 4, or if they are attached to Commander, Navy Reserve Force; all of which conduct separate selection processes under the Mrs. Sybil Stockdale Ombudsman of the Year Program.

d. Criteria for Ombudsman of the Year:

(1) Must have demonstrated the ability to effectively communicate between the Navy family and the command.

(2) Must have maintained the highest standards of professionalism and confidentiality while providing a positive role model for command members and families.

(3) Must have assisted in identifying command needs for support services and provided appropriate referral services to address family concerns and problems.

(4) Must have facilitated and promoted a healthy sense of community among Navy members and their family members within the command.

(5) Must have served as a principal source of assistance and support to Navy families during times of local or national emergency, mobilization, deployment, or evacuation.

(6) Must have demonstrated consistent compliance with training and required reports per reference (b).

4. Responsibility. The OPNAV command master chief (CMC) will establish a board to interview and select the Navy Shore Ombudsman of the Year from nominees of nominating commands.

## 5. Action

a. Commands listed in paragraph 3 must submit their nomination packages via email to Yeoman Chief (YNC) Melissa Salley at [melissa.salley@navy.mil](mailto:melissa.salley@navy.mil).

(1) Nomination packages must arrive no later than 1600, 17 June 2016. Packages should be sent digitally, and if package is not received by the due date, it will not be considered by the board. If package cannot be sent digitally, contact the coordinator, YNC Melissa Salley at commercial: (703) 614-2262/DSN: 224-2262 or via email at [melissa.salley@navy.mil](mailto:melissa.salley@navy.mil).

(2) Questions concerning packages may be addressed to the OPNAV CMC, CMDCM Christopher Welch, at commercial: (703) 614-2262/DSN: 224-2262, or email at [christopher.c.welch@navy.mil](mailto:christopher.c.welch@navy.mil).

b. The OPNAV CMC will chair the Navy Shore Ombudsman Review Board consisting of a panel of six command master chiefs and Navy ombudsmen at large.

c. The five finalists will be interviewed by the panel via telephone 28 and 29 June 2016, depending upon location of nominees. Notification of the selection will be made to respective commanders after approval by the Chief of Naval Operations.

## 6. Nomination Packages

a. Each command must electronically submit their package per the Mrs. Sybil Stockdale Ombudsman of the Year guidelines ([http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/ombudsman\\_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html)).

b. This package must be prepared in Microsoft Word format, and submit packages in Adobe Acrobat format. Original documents must be readily available if requested, as modifications may be made to the winner's package in order to forward. Provide a cover sheet with the phone numbers and email addresses of the commander or commanding officer and command master chief with submission, per enclosure (1).

7. Finalist. The Navy Shore Ombudsman of the Year will be recognized during an ombudsman appreciation event to be held in Norfolk, VA during September for calendar year 2016.

8. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Forms and Information Management Control

a. Mrs. Sybil Stockdale Ombudsman of the Year grading sheet is available for download at the Commander, Naval Installations Command Web site

[http://www.cnic.navy.mil/ffr/family\\_readiness/fleet\\_and\\_family\\_support\\_program/ombudsman\\_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html](http://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/ombudsman_program/mrs--sybil-stockdale-ombudsman-of-the-year-award.html).

b. The reporting requirement contained in paragraph 6 is exempt from reports control by SECNAV Manual 5214.1 of December 2005, part IV, subparagraph 7k.



R. L. THOMAS  
Director, Navy Staff

Distribution:

Electronic only, via Department of the Navy Issuances Web site  
<http://doni.documentservices.dla.mil//>

**FOR OFFICIAL USE ONLY  
(WHEN FILLED IN)**

COMMAND CONTACT COVER SHEET

**Ombudsman Nominee**

Name:

E-mail:

Phone Number:

**Director/Commander/Superintendent/Commanding Officer**

Name:

Rank:

Title:

E-mail:

Phone Number:

**Command Master Chief**

Name:

Rate:

E-mail:

Phone Number:

**Command**

Full Name:

Message PLAD: